## Office of Juvenile Justice Perpetual Inventory for Unassigned Keys

Key #

Lock Type

Date		Total # of Key(s)							
Issued/Returned or	Name of Staff	Issued/Returned or					Space Assignment		
Added	Receiving Key(s)	Added	Type Use	Tag #	Name of Building	Type Space	by Department	Staff Initials	Current Balance
This Includes New Untagged Keys	If Adding Key(s) or Returning Key(s) to Inventory N/A	Plus or Minus + / -	24 Hour; Operational; Limited; Restricted;Emergency				Security; Administration; Social Services; etc.		